

POSITION DETAILS

Position Title

Manager, Executive Support – Combat Sports
Commission

Position Number

14111

Classification Level

Level 7

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2017

Division/Directorate

Local Government, Liquor and Gambling

Branch/Section

Regulation

Physical Location

140 William Street, Perth

Effective Date

2/08/2018

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

14113 – Director Regulation – Level 8

Positions reporting to this position

1 x Level 5, 1 x Level 3, 1 x Level 2

PURPOSE OF THE POSITION

This position ensures the effective delivery of the Combat Sports Commission outcomes and the compliance with relevant legislation and policy.

It is responsible for managing the operational regulatory routine planning and risk management for the Commission, which includes undertaking risk assessment.

The position manages and leads the preparation of the organisational compliance, policy development, strategic projects and provision of executive support to the Commission and various working groups.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

**Enlivened and successful
communities and economy**

VISION

**To facilitate lively communities and
economy and the offering of outstanding
and inclusive sporting and cultural
experiences**

VALUES

**Vision
Excellence
Diversity
Leadership
Integrity**

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

LEADERSHIP AND OPERATIONAL MANAGEMENT

- Lead Combat Sports Commission (CSC) operations including all aspects of governance and administration; financial management; service delivery; communications; as well as the development and enforcement of systems, policies, procedures and productivity standards.
- Manage the CSC staff to deliver on the Commission's initiatives including recruitment, selection and training employees; performance management: achievement of work outcomes: maintain a safe, secure, and legal work environment; develop personal growth opportunities.
- Contribute to planning and decision-making relating to strategic development and management of the Commission.
- Develops communication strategies to promote industry awareness and build organisational capacity.
- Develops and maintains the Commission's Risk Management System including risk assessment, management and reporting including engaging with third parties for risk assessment and development of an audit process.
- Establish strategic partnerships with other government agencies, industry bodies, and practitioners to support Commission policy directions.
- Preparation of correspondence, briefings and submissions as required.

MANAGE LEGISLATION AND COMPLIANCE

- Deliver the operational component of the Commission's industry engagement and legislative requirements.
- Provide high-level analysis and strategic advice to the Commission on industry matters including interpretation of legislation, participation and event management.
- Provides leadership and expert advice to strategic partners including Government agencies and industry stakeholders on significant issues within the combat sports industry.
- Develop, monitor and review compliance and registration processes in accordance with statutory obligations.
- Develop and implement processes to provide for the safe conduct of industry activities including proper registration of contestants and industry participants, proper application of medical testing and processes and the conduct of events.
- Review and monitor the effectiveness and compliance of all combat sport promotions and events in light of statutory obligations and the policies and regulations of the Commission.
- Engages with stakeholders to provide input into policy and strategy development relating to the combat sport industry.

MANAGE LEGISLATION AND COMPLIANCE

- Provide a high standard of operational service to the governance and processes of the Commission, Chair and Commissioners.
- Provide high-level, expert advice to the Commission on the interpretation and implementation of combat sport legislation, policies, procedures and regulations and the ethical provision of combat sports in WA.
- Provides expert advice to and supports the strategic planning and development of the Commission and policy framework for the combat sports industry in Western Australia.
- Represent the Commission on working groups and committees as directed by the Commission.

Other duties as directed

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: N/A

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

Shapes and Manages Strategy

- Investigates information from a variety of sources, undertakes critical analysis and forms logical and accurate advice and strategies.
- Inspires a sense of purpose and direction, with the ability to shape and influence activity in support of organisational goals and values.
- Contributes to the formulation, implementation and evaluation of departmental strategic and operational plans and performance.

Achieves Results

- Working with a high degree of independence and authority takes responsibility for achieving results within agreed resources, timelines and legislative requirements.
- Anticipates and resolves potential issues, and manages conflicts and risks, initiating change as required.

- Evaluates activities for effectiveness, impact, cost and value for money and identifies opportunities for continuous improvement.

Builds Productive Relationships

- Negotiates, influences, mediates and collaborates with internal and external stakeholders to develop options and to resolve conflicts.
- Identifies, initiates, builds and manages productive working relationships and partnerships with a network of key internal and external stakeholders.

Exemplifies Personal Integrity and Self-Awareness

- Demonstrates behaviour in accordance with the standards and principles set out in applicable codes of ethics/conduct and departmental standards, values and policies including reliability, managing personal behaviours and working cooperatively.
- Reflects on own behaviours and work style understanding the impact on others and on performance.

Communicates and Influences Effectively

- Negotiates with a strong grasp of the key issues, encourages debate and with the support of relevant stakeholders facilitates an agreed course of action.
- Presents, negotiates and influences confidentiality and effectively at senior levels and at a range of meeting or events.

Specialist Knowledge and Skills

- Research and policy development, implementation and evaluation.
- Knowledge of and skills in interpreting legislation.

Desirable

N/A

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- N/A

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and



- Complete the department’s AEDM within six months of appointment e.g. duties required to undertake the role

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

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Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position’s duties are to be performed in accordance with the Department’s Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: BS	Date: 02.08.2018